

APPENDIX E
SAMPLE RAB LETTER OF INVITATION

Dear (Community Member):

The Department of the Army recognizes the importance of stakeholder participation in the Defense Environmental Restoration Program. Therefore, (name of district) is announcing the establishment of a Restoration Advisory Board (RAB). The RAB is intended to improve public participation by involving the community in the restoration decision-making process.

The RAB will include community volunteer members who reflect the diverse interests of the local community. RAB members will have an opportunity to provide comments on restoration activities. RAB community members can expect to spend (number of hours/days) per year supporting the RAB.

RAB members will be asked to meet regularly to review and comment on technical documents and plans relating to the ongoing environmental studies and restoration activities at (name of FUDS property). RAB members will be expected to serve as liaison with the community and be available to meet with community members and groups. Members will be expected to serve a (state length of service) term. All RAB meetings will be open to the public.

If you are interested in serving on the RAB for (name of FUDS property), please complete the enclosed form and return it to the following address not later than (deadline for applications):

(Name, address, and phone number of contact)

Forms will be reviewed by the RAB selection panel. The selection panel will submit recommendations for RAB membership to the district Commander for approval. The RAB selection panel will be comprised of representatives from the (name of district), the community, the (name of state agency), and the U.S. Environmental Protection Agency, as appropriate.

Sincerely,

(Name of Panel Member)

Enclosure